

# **\*USAREUR Regulation 405-4**

## **Real Estate**

### **Acquiring, Managing, and Disposing of Real Estate in Belgium, the Netherlands, Luxembourg, and the United Kingdom**

**21 March 2001**

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**\*This regulation supersedes USAREUR Regulation 405-4, 2 March 1993.**

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For the Commander:

CHARLES C. CAMPBELL  
*Major General, GS*  
*Chief of Staff*

Official:



MARILYN A. QUAGLIOTTI  
*Brigadier General, GS*  
*Deputy Chief of Staff,*  
*Information Management*

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**Summary.** This regulation provides policy and procedures for acquiring, administering, and disposing of real estate under USAREUR jurisdiction in Belgium, the Netherlands, Luxembourg (BENELUX), and the United Kingdom.

**Summary of Change.** This revision updates procedures for acquiring, managing, and disposing of real estate in BENELUX and the United Kingdom.

**Applicability.** This regulation applies to USAREUR and USAREUR-supported elements in BENELUX and the United Kingdom.

**Supplementation.** Commanders will not supplement this regulation without CG, USAREUR/7A (AEAEN-RE), approval.

**Forms.** USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

**Suggested Improvements.** The proponent of this regulation is the Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A (AEAEN-RE, 370-8885). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAEN-RE, Unit 29351, APO AE 09014.

**Distribution.** C (UPUBS). This regulation is available only in electronic format.

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## **SECTION I**

### **INTRODUCTION**

#### **1. PURPOSE**

This regulation prescribes policy and procedures for acquiring, managing, and disposing of real estate under USAREUR jurisdiction in Belgium, the Netherlands, Luxembourg (BENELUX), and the United Kingdom. This regulation does not apply to real-estate acquisition of NATO sites.

#### **2. REFERENCES**

- a. AR 405-10, Acquisition of Real Property and Interests Therein.
- b. AR 405-15, Real Estate Claims Founded Upon Contract.
- c. AR 405-45, Real Property Inventory Management.

d. AR 405-90, Disposal of Real Estate.

e. UR 405-5, Acquiring, Administering, and Disposing of Real Estate.

f. UR 405-10, Recovery of Residual Value of United States Improvements to Foreign Real Estate.

### **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms used in this regulation.

### **4. RESPONSIBILITIES**

a. The Director, Real Estate Directorate, Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-RE-AD), will provide real-estate services to USAREUR units and agencies in BENELUX. The ODCSENGR (AEAEN-RE-AD) will also--

(1) Coordinate with HQ USAFE/CEPR to--

(a) Provide real-estate accommodations in the United Kingdom to meet the needs of USAREUR and USAREUR-supported elements.

(b) Dispose of real property ((a) above) when no longer needed by the U.S. Forces.

(2) Settle U.S. financial obligations (for example, rentals, payments for restoration) for real estate acquired for use by USAREUR and USAREUR-supported elements through real estate field offices (REFOs).

b. UR 405-5 defines the responsibilities of designated commanders in USAREUR. The designated commander in BENELUX and the United Kingdom is the Commander, 80th Area Support Group (ASG).

c. Designated commanders will--

(1) Determine real-estate requirements needed to support U.S. Army elements in their geographic areas of responsibility and submit these requirements to the ODCSENGR (AEAEN-RE-AD) for approval.

(2) Manage, use, maintain, and safeguard real property.

(3) Budget funds for rents and other costs for real estate under their jurisdiction.

d. NATO facilities assigned to and occupied by the U.S. Forces as the primary user will be documented in the same way as other U.S. real-estate acquisitions according to NATO policy and UR 415-22.

### **5. POLICY**

The acquisition, administration, and disposal of real estate will be according to AR 405-10, AR 405-90, UR 405-5, UR 405-10, and this regulation.

### **6. TREATY AGREEMENTS**

Real-estate operations in BENELUX and the United Kingdom are affected and governed by basic international agreements and administrative arrangements agreed on between host-nation governments and the United States. The acquisition, administration, and disposal of real estate will conform to these agreements and will be conducted according to host-nation laws and customs.

## **SECTION II ACQUISITION**

### **7. GENERAL**

Real-estate accommodation requirements of USAREUR and USAREUR-supported elements will be submitted to designated commanders to determine the need for new acquisition. UR 405-5 provides further guidance on real-estate acquisition.

a. Designated commanders will establish site-selection boards (SSBs) and installation-planning boards, as necessary. These boards will oversee requirements such as access roads, sewage, utilities, and water drainage. These requirements will determine the site, type, and layout of real estate that the U.S. Forces may need to acquire.

b. Entry to land not under the control of the U.S. Forces requires the approval of the property owner or appropriate host-nation authorities. Before making surveys of specific areas, the senior representative of the SSB will ask the REFO to request entry rights. Requests will include information on--

- (1) The purpose of the survey.
- (2) The number of personnel making the survey.
- (3) Equipment to be used in the survey.
- (4) The number and types of vehicles involved in the survey.
- (5) Dates and duration of the survey.
- (6) Tests to be done on the site (if applicable).

c. Coordination with host-nation agencies, private owners, or their agents before a formal acquisition request is made will be limited to the proposed nomination of sites and will not constitute a formal request for acquisition. Discussion on annual rent will be limited to the asking price. The potential lessor will be advised that the rent is subject to negotiation with the REFO.

d. Agencies requesting real estate will not occupy property until the REFO has completed formal documentation and the property is properly assigned to the requester.

e. Requesting agencies will be kept informed of the progress on acquisition negotiations. Acquisition actions will--

- (1) Include negotiations on the terms and conditions of occupancy by the U.S. Forces, rental costs, and related matters.
- (2) Be completed by executing the appropriate lease, consignment agreement, and other documents.
- (3) Be supported by plot plans showing property boundaries and an inventory and condition report showing the property condition at the time of acquisition. For leased properties, every effort will be made to obtain blueprints showing the building interior walls and dimensions.

f. Real estate acquired by lease should be at a fair rent to the U.S. Government. Rental proposals may be evaluated using a formal real-estate appraisal. AR 405-10 and this regulation, appendix A, provide appraisal policy.

(1) The Director, Real Estate Directorate, ODCSENGR, will prepare a written appraisal before concluding a lease when the estimated proposed rent is more than \$50,000 a year. If the negotiated basic rent is more than 15 percent over the value estimated in the U.S. appraisal report, the REFO will request ODCSENGR (AEAEN-RE-AD) decision whether or not to proceed with the leasing arrangements.

(2) A written appraisal from the Director, Real Estate Directorate, ODCSENGR, is not necessary to increase the rent-

(a) For indefinite or automatic-renewal leases with annual rents exceeding \$50,000 if both of the following apply:

1. The rental increase is based on automatic indexation or indexation requested by the lessor based on provisions in the lease contract.

2. The indexation is based on fluctuations of the cost-of-living index or rental laws issued by the host government.

(b) If the proposed rent is under \$50,000 a year.

(3) The REFO will prepare a statement of justification to support the rentals in (2)(a) and (b) above.

## **8. BENELUX**

a. Designated commanders will send requests for proposed real-estate acquisitions in BENELUX to the Commander, USAREUR/7A, ATTN: AEAEN-RE-AD, Unit 29351, APO AE 09014, for approval. Requests will be submitted in the format provided in appendix B and will include--

(1) Justification for and information on the land, space, or other accommodation needed. If the request involves acquiring a particular property, the acquisition request will be fully supported with maps, plans, and other material as appropriate.

(2) A statement that funds are available for paying the rent (if applicable) and other costs.

b. When an acquisition request falls within the rental categories shown in UR 405-5, paragraph 9, the request will be submitted within the times indicated and with the supporting economic analyses required by UR 405-5.

c. The ODCSENGR (AEAEN-RE-AD) will inform the designated commander of the approval or disapproval of acquisition requests. When approved, the ODCSENGR (AEAEN-RE-AD) will refer requests to the BENELUX REFO to proceed with acquiring the property.

## **9. UNITED KINGDOM**

a. Real-estate requirements in the United Kingdom will be submitted--

(1) Through the designated commander. If developing requirements involve the inspection of selected sites or facilities, the designated commander will arrange surveys of proposed areas through HQ USAFE/CEPR, Unit 3050, Box 10, APO AE 09094-5010.

(2) To the Commander, USAREUR/7A, ATTN: AEAEN-RE-AD, Unit 29351, APO AE 09014, for approval and forwarding to USAFE.

b. After acquisition of the property and execution of the acquisition instrument, the designated commander and the British Ministry of Defense will sign and forward the appropriate property-transfer documents through the REFO to the appropriate U.S. commander.

## **10. BUILD-TO-LEASE ARRANGEMENTS**

Initiating and implementing build-to-lease arrangements are subject to limits and requirements in UR 405-5 and this regulation, paragraphs 6 through 9.

## **SECTION III MANAGEMENT**

### **11. TRANSFER AND ACCOUNTABILITY**

AR 405-50 and UR 405-5 provide guidance on transferring and accounting for real estate.

### **12. INITIAL ALTERATIONS AND IMPROVEMENTS**

UR 405-5 and this regulation provide guidance on initial alterations and improvements to real estate.

a. Initial alterations and improvements to leased facilities may be structural, architectural, or other changes that are--

(1) Necessary to adapt the facility to the needs of the using agency.

(2) Agreed on by the lessor before occupancy.

b. Alterations and improvements decided on after occupancy, regardless of the time elapsed, are not initial alterations.

c. Alterations and improvements will be limited to the minimum consistent with operational requirements and within the limits of AR 415-35. Alteration and improvement costs will be kept within the statutory limit for minor construction paid for with Operations and Maintenance, Army, funds.

d. Alterations, improvements, and their disposition on lease termination should be according to the terms of the lease contract. The disposition of alterations and improvements must be coordinated with the lessor.

### **13. RENEWING LEASES**

a. UR 405-5 requires that an annual review be made to determine the continuing need for leased properties. To enable this review, the REFO will provide a list of leased, non-family housing property to the Director of Public Works (DPW), 80th ASG. The list will include the lease-expiration date, annual lease cost (in dollars), renewal option, and termination-notice requirements (for example, 3 months, 90 days, or 1 year advance notice). The DPW will identify properties requiring renewal and submit the list, with justification for keeping the property, to the ODCSENGR (AEAEN-PW-CP) for approval.

b. For leases requiring approval at DA or higher level, renewal requests must be submitted at least 12 months before the date when the termination notice would be due if the lease were not extended. Requests will be submitted with the supporting documents listed in UR 405-5, paragraph 9.

### **14. REAL-ESTATE COSTS AND PAYMENTS**

a. The designated commander will ensure that adequate provision is made in the annual operating budget for rentals, restoration costs, indexation, other rental laws, and other charges for real estate under U.S. control as provided by the REFO before lease execution.

b. The REFO will initiate payments and review and approve billings and invoices received from lessors and host-nation agencies for real-estate rentals and other obligations. SF 1034 & 1034A (Public Voucher for Purchases and Services Other Than Personal) or other documents as determined by the servicing U.S. finance office will be used for payment.

c. Adjustments in rents during the lease term or at renewal are subject to--

(1) The lease contract.

(2) UR 405-5, paragraph 9.

(3) Host-nation rent laws.

d. The granting of rent increases may require a real-estate rental appraisal or statement of rental justification according to paragraph 7.

## **SECTION IV DISPOSAL**

### **15. DISPOSAL OF EXCESS LAND AND IMPROVEMENTS UNDER LEASE OR CONSIGNMENT**

a. The Commander, 80th ASG, will prepare AE Form 405-8A-R (Disposal of Real Estate) when U.S.-controlled property in BENELUX becomes excess to U.S. needs or is to be released by the United States because of lease termination or the U.S. decision not to renew the lease. The form will be sent to the Commander, USAREUR/7A, ATTN: AEAEN-RE-AD, Unit 29351, APO AE 09014, at least 5 months before the proposed termination date.

b. As an exception to a above, the designated commander may approve the release of leased family housing in cases involving single-family residences or multiple dwellings (apartment type) with 10 or fewer family-housing units. In these cases, the AE Form 405-8A-R will be sent to the REFO when it is determined that the lease is no longer required or when the quarters will be vacated, whichever is earlier.

c. The Director, Real Estate Directorate, ODCSENGR, is the POC with lessors, host-nation agencies, and responsible USAFE elements in the United Kingdom for processing release actions involving real estate under U.S. documentation. The ODCSENGR (AEAEN-RE-AD) will issue release instructions to the REFO for releases not covered in b above.

d. At the time of release, a final (outgoing) inventory and condition inspection will be made jointly by the REFO, host-nation authorities or the lessor, and members of the DPW to determine damages, if any, exceeding normal wear and tear. The report will include an itemized list of U.S. capital-improvement investments made to the real estate.

e. The settlement with the host nation or lessor for the value of U.S. capital improvements to the property will be made according to the terms of the lease or consignment agreement.

f. If the lessor does not require real-estate restoration, a waiver of liability should be obtained, if possible, on release of the property.

g. Real estate contracting officers (RECOs) will complete AE Form 405-8A-R, section C, when property has been released, and send the completed form to the responsible property accountable officer at the DPW.

h. The Director, Real Estate Directorate, ODCSENGR, is the POC for processing release actions involving U.S. Army-controlled real estate in the United Kingdom. USAFE will dispose of real estate in the United Kingdom.

## **SECTION V RESTORATION**

### **16. DISPOSAL OF IMPROVEMENTS LOCATED ON LAND RETAINED BY THE U.S. FORCES**

UR 405-5 provides justifications for dismantling U.S.-owned buildings and improvements.

a. Buildings and improvements not owned by the U.S. Forces may be removed only after the REFO has consulted with the property owner. Removal is subject to agreement with the property owner. The terms of this agreement should, if appropriate, be formalized by a supplemental agreement to the lease or consignment. In the United Kingdom, coordination of disposal actions involving the Government of the United Kingdom will be made through USAFE.

b. The designated commander may approve disposal or relocation of U.S.-constructed buildings and improvements in BENELUX and the United Kingdom.

c. If the designated commander approves the disposal or dismantling of structures, actions involving structures or improvements not owned by the United States will be coordinated with the property owner through the REFO according to a above.

d. When demolition or relocation is carried out, the responsible DPW will make necessary adjustments in real-property accountable records.

### **17. ABANDONMENT, SALE, AND DONATION OF REAL ESTATE**

AR 405-90 provides policy for disposing of U.S.-owned real estate assets by abandonment, sale, or donation.

### **18. RESTORATION SETTLEMENTS**

a. The lessor must file damage-restoration claims within the time agreed to in the lease contract or as prescribed by applicable laws.

b. The lessor will submit a cost estimate for damage restoration. The estimate should include--

(1) An appraisal of the cost of repairing damage exceeding normal fair wear and tear.

(2) An adjustment, when appropriate, for improvements to real estate made by the U.S. Government.

c. Restoration will be made according to the terms of the lease. The REFO will obtain help from DPW estimators to determine whether the owner's repair-cost estimates are fair and reasonable. A cash settlement will be made instead of actual restoration if the settlement is determined to be in the best interest of the U.S. Government. If the final restoration costs are above the operating budget as obligated, the REFO will request additional funds to settle the restoration.

d. Restoration payments and claims will be kept to a minimum by negotiating for maximum credit to the U.S. Government for U.S.-financed improvements remaining on the real estate at the time of release.

e. Restoration payments determined by the REFO will be made by issuing a supplemental agreement that specifies the amount and the basis for the settlement. The agreement will include a waiver of liability that releases the U.S. Forces from any further claims involving the property.



## **APPENDIX A**

### **REAL-ESTATE RENTAL APPRAISALS**

**A-1.** Real-estate transactions involving U.S. obligations should be justified by an appraisal verifying that the rent is fair and reasonable for the acquired interests. In USAREUR, the following policy and requirements apply for rent appraisals within the scope of this regulation.

a. When the rent requested is less than \$50,000 per year, the negotiator will complete a statement of rental justification (fig A-1) for approval by the RECO. This statement--

(1) Will confirm that the negotiated rent is fair, reasonable, and comparable with prevailing rates for similar property in the vicinity of the property to be acquired.

(2) May be based on existing rental data.

b. When the requested rent exceeds \$50,000 per year, an appraiser will prepare a detailed appraisal. This excludes appraisals for rental increases for indefinite leases and automatic renewals when the lease provides for automatic indexation or indexation on request from the lessor and the indexation is based on fluctuations of the cost-of-living index or rental laws issued by the host government. In these cases, the real estate field office (REFO) will prepare a statement of rental justification according to a(1) and (2) above. The appraiser will decide how to estimate the property value (market comparison, income, cost, or a combination of these factors).

c. The appraiser may determine that appraisals performed for other projects also apply to new requirements. The appraiser may decide that an area study, not a specific project appraisal, needs to be prepared.

d. Leasing arrangements of overriding precedence will not be delayed to perform a detailed appraisal.

(1) Acquisition actions may need to be expedited to meet a deadline. When necessary, a "short form" rent appraisal may be used to allow for the timely acquisition of a needed accommodation. This appraisal may be limited to one page. Appraiser findings will be stated clearly and the appraiser's opinion of market rents defined according to standard principles of real-estate practice. The use of the short form will be based on the determination by the Director, Real Estate Directorate, Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A, that this procedure is justified because of the workload or other circumstances. Enough data must be available to compare the proposed rents with market rates in the area.

(2) If an acquisition action for family housing or other facilities is so urgent that time does not permit either a conventional or short form appraisal, the Director, Real Estate Directorate, ODCSENGR, will grant an appraisal waiver and include documentation that justifies the waiver. When a waiver is granted, the RECO or negotiator still must prepare a statement of rental justification.

**A-2.** When the negotiated basic rent is more than 15 percent above the value estimated in the U.S. appraisal report and the designated commander still needs the property, the REFO will request ODCSENGR (AEAEN-RE-AD) decision whether or not to proceed with the leasing arrangement.

**A-3.** Appraisal reports include private information. Appraiser findings and opinions will not be provided to anyone other than authorized officials. The negotiator may provide, if requested, the appraiser's final estimate of value to the owner or proponent. Appraisal reports will be a permanent part of the real-estate file maintained by the REFO.

**A-4.** Figure A-1 provides the format for a statement of rental justification.

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## STATEMENT OF RENTAL JUSTIFICATION

1. Name and address of property: Provide an accurate property description, legal plot or lot numbers, street number, town, postal codes, and other obvious features. If the property is out of town, provide the nearest town, directions, and approximate distance from it.
2. Type of property: (for example, single family, duplex, apartment building, office space, warehouse space, parking area).
3. Size: For family housing or unaccompanied personnel housing, state the number of apartments and the net unit size (living space) in square meters according to an acceptable standard. For office, warehouse, and other space, state the total, usable floor space in square meters. Warehouse space may need to be specified in cubic meters based on the usable floor space and clear height.
4. Requested rent: For family housing, state the basic (cold) rent and parking separately. State other charges separately, if applicable (for example, janitorial service, maintenance and repair).
5. Rent recommended by the host nation: Self-explanatory.
6. Other guidelines: Consider data from latest applicable publications, local real-estate trade groups showing the fair market rental or fee value, other non-U.S.-leased comparable holdings, and (if available) advice from host-nation city, county, or Federal agencies and housing offices.
7. Negotiated rent: Consider and make adjustments for special requirements of the U.S. Government under the proposed lease that may be nonstandard in the rental market. For example, the U.S. Government may desire the lessor to provide kitchen cabinets, light fixtures, glass-breakage insurance, or other amenities.
8. Brief analysis of rent: Make an objective comparison (for example, comparisons of age-to-age, location-to-location, design-to-design, extras-to-extras, noise-to-noise, and size-to-size; number of baths; period the rent will be firm; and results of the investigation).
9. Conclusion: Include a statement similar to the following:

It is my conclusion that the negotiated rent of \_\_\_\_\_ (as shown in paragraph 7 above) per square meter per month for \_\_\_\_\_ square meters of living space is estimated to fair and reasonable for the above-cited property to be leased and is considered to be within the range of prevailing rental rates for similar types of properties in this market as of (\_\_\_\_ date \_\_\_\_).
10. Name and signature of the real estate contracting officer or negotiator: \_\_\_\_\_

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**Figure A-1. Statement of Rental Justification**

## **APPENDIX B**

### **REQUIREMENTS FOR ACCOMMODATION PROGRAM REQUESTS**

**B-1.** Figure B-1 is a sample accommodation program request.

**B-2.** The following information for new accommodation program requests for other than family housing will be sent in a transmittal memorandum to the Commander, USAREUR/7A, ATTN: AEAEN-RE-AD, Unit 29351, APO AE 09014:

- a. The unit identification code.
- b. A justification and explanation of the basis for the requirement (for example, arrival of new units, new or changed mission requirements, special programs).
- c. The number of personnel, amount and type of equipment, and activities to be performed.
- d. The proposed duration of the requirement and the adverse effects on mission accomplishment if the facility is not acquired.
- e. A summary of the results of the use survey of existing facilities.
- f. Space that the unit is authorized and has on hand, and the net shortfall in the facility category code (and closely related category codes) proposed for acquisition.
- g. If applicable, a statement indicating the proposed disposition of existing facilities that will be replaced by the lease.
- h. For leased properties, an estimate of the annual rental cost for the accommodation. Approximate square-meter factor estimates for different categories of property can be obtained from the local real estate office.
- i. For leased property, confirmation that funds are available or have been programmed and budgeted to meet projected costs.
  - (1) Generally, the area support group (ASG) or the designated commander will be expected to fund the lease for the year of acquisition and the following 2 years. If the lease is required for executing a specific management decision package (MDEP), the commander may request funding from the appropriate HQ USAREUR/7A staff office.
  - (2) The Chief, Program Management Division, Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-PW-PM), must confirm that the appropriate funding is available or that funding will be programmed to cover projected costs for the length of the lease agreement. Unless the lease is associated with a specific MDEP, the commander will include the following statement in the accommodation program request: "Acquisition is funded by the requiring U.S. activity in the current and subsequent 2 fiscal years."
- j. A statement that the ASG master-planning board has approved the proposed acquisition.
- k. An endorsement from the designated commander confirming the real estate requirement and recommending ODCSENGR approval of the acquisition.

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#### **Accommodation Program Request**

Date (leave blank)

- |                        |  |
|------------------------|--|
| 1. Responsible agency: | USAREUR Real Estate BENELUX Office               |
| 2. Using agency:       | Department of Defense Dependents Schools (DODDS) |
| 3. Date required:      | 1 May 2001                                       |

4. USAREUR identification number: (leave blank)
5. Location: Brussels, Ikaroslaan #1, 1930 Zaventem
6. Purpose of requirement: Ground-floor office space is required for automated data processing (ADP) equipment technician, ADP shop, equipment storage, training center, and meeting room
7. Size:\* Minimum 100 square meters

8. Justification and requirements:

a. A new ADP equipment technician position has been created and new employee will arrive in May this year. The employee will require an office as well as space for the repair and storage of computers, monitors, and other equipment. Approximately 20 square meters for the office and 40 square meters for the shop and storage area are required.

b. The DODDS District Science Coordinator requires space to conduct hands-on training for students and teachers. The District Science Coordinator also has specialized lab equipment that is used to conduct the training and must have an appropriate room in which the equipment can be set up and maintained. Space required for this purpose is approximately 40 square meters. The room must be accessible to handicapped personnel.

c. The existing DODDS space is on the second floor. An elevator is not available. As a result, the office and training center is not accessible to handicapped customers and employees. Bathroom facilities and a meeting and training room are needed on the ground floor to provide barrier-free access to visitors and employees.

d. Leasing the additional space would enhance security, as the DODDS would be the sole tenant in the building.

9. Additional Information:

a. DODDS funds are available for leasing the additional space. DODDS will also pay for the maintenance.

b. There is no other leased or Government-owned space available to meet the DODDS requirement.

\*Areas and measurements must be stated in metric units.

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**Figure B-1. Sample Accommodation Program Request**

## **GLOSSARY**

### **Section I**

#### **ABBREVIATIONS**

ADP	automated data processing
ASG	area support group
BENELUX	Belgium, the Netherlands, Luxembourg
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
DODDS	Department of Defense Dependents Schools
DPW	director of public works
HQ USAFE	Headquarters, United States Air Forces in Europe
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
MDEP	management decision package
NATO	North Atlantic Treaty Organization
ODCSNGR	Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A
POC	point of contact
RECO	real estate contracting officer
REFO	real estate field office
SF	standard form
SSB	site-selection board
UR	USAREUR regulation
U.S.	United States
USAFE	United States Air Forces in Europe
USAREUR	United States Army, Europe

### **Section II**

#### **TERMS**

##### **indexation**

Changes in rental obligations.

##### **real-estate terms**

AR 405-90 and UR 405-5 explain real-estate terms.

##### **real estate field office**

The field operating element of the Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A (AEAEN-RE). The field office for Belgium, the Netherlands, and Luxembourg is located at Supreme Headquarters Allied Powers Europe in Mons, Belgium, and the office symbol is AEAEN-RE-BE.